

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet <i>(Please read instructions on back)</i>			1. Position No. EPES21010		2. Incumbency Allocation Only? May not be IA'ed		
3. Reason for Submission New		4. Employing Office Location Washington, D.C.		5. Duty Station Washington, D.C.		6. BUS Code 8888	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act Exempt-Executive		8. Financial Statements Required OGE-278 Required		9. Cybersecurity Code a. 000 b. _____ c. _____	
		10. Position Status SES (General)		11. Supervisory Status Code 2-Supervisor or Manager			
		12. Competitive Level Code		13. Competitive Area		14. Drug Testing Yes	
		15. Extramural %		16. Functional Class Code N/A		17. Medical Monitoring	
		18. Position Sensitivity Critical-Sensitive		19. Security Clearance Top Secret		20. Position Risk High	
		21. Emergency Essential		22. Developmental Position No		23. Full Performance Level Current Level	
24. Position Classification		Official Title of Position			Pay Plan	Occupational Code	Grade
a. Official Allocation		Deputy Assistant Administrator for Land and Emergency Management			ES	0340	00
25. Organizational Title of Position (if different from official title)				26. Name of Employee (if vacant, state such) Carlton Waterhouse			
27. Department, Agency, or Establishment Hierarchy							
a. 1st Tier Org Code		1st Tier Org Description U.S. Environmental Protection Agency					
b. 2nd Tier Org Code K0000000		2nd Tier Org Description Office of Land and Emergency Management					
c. 3rd Tier Org Code		3rd Tier Org Description					
d. 4th Tier Org Code		4th Tier Org Description					
e. 5th Tier Org Code		5th Tier Org Description					
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor Dan Utech, Chief of Staff				b. Typed Name and Title of Higher-Level Supervisor or Manager Dan Utech for Jane Nishida, Acting Administrator			
Signature Utech, Dan Digitally signed by Utech, Dan Date: 2021.02.18 07:20:10 -05'00'		Date _____		Signature Utech, Dan Digitally signed by Utech, Dan Date: 2021.02.18 07:20:25 -05'00'		Date _____	
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.				Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.			
a. Typed Name and Title of Official Classifying the Position				30. Position Classification Standards Used in Classifying/Grading Position			
Signature 		Date 2/18/21					
31. Remarks Executive Resources position.							

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

**Deputy Assistant Administrator
for Land and Emergency Management
ES-0340-00**

Introduction

This position is located in the immediate office of the Office of Land and Emergency Management (OLEM) at the U.S. Environmental Protection Agency (EPA). The Deputy Assistant Administrator (DAA) for Land and Emergency Management serves under the Assistant Administrator (AA), Office of Solid Waste. The DAA for Land and Emergency Management, in combination with the Principal Deputy Assistant Administrator (PDAA), and the AA, manages and oversees the Office of Land and Emergency Management. OLEM provides Agency-wide policy, guidance, and direction for the Agency's solid waste and emergency and remedial response programs. OLEM's responsibilities include: program policy development and evaluation; development of appropriate hazardous waste standards and regulations; enforcement of applicable laws and regulations; program policy guidance and overview, technical support, and evaluation of Regional solid waste and response activities; development of programs for technical, programmatic, and legal assistance to State and local governments; development of guidelines and standards for the land disposal of hazardous wastes; analyses on the recovery of useful energy from solid waste; and development and implementation of a program to respond to uncontrolled hazardous waste sites and spills (including oil spills).

Major Duties and Responsibilities

The Deputy Assistant Administrator for Land and Emergency Management serves as the alter ego of the Assistant Administrator, Office of Solid Waste, and shares fully, in combination with the Principal Deputy Assistant Administrator, in the responsibilities of supervising and managing the Office of Land and Emergency Management. These duties include planning, programming, policy implementation, management, direction and control of the technical and administrative aspects of the Office as well as the following duties:

1. In coordination with EPA's Office of Congressional and Intergovernmental Relations (OCIR), establishes liaison and maintains a close working relationship with key members of Congress and staff on legislative matters related to programs within the jurisdiction of OLEM. Works with Congress to implement the Administration's recommendations regarding reauthorization or amendments of solid waste laws. Establishes liaison and maintains close working relationship with key members of Congress, State and local officials on matters related to Superfund sites, hazardous waste sites, and sites of national significance. On behalf of the Assistant Administrator, testifies before Congress on policy issues related to OLEM.
2. Establishes liaison and maintains close working relationship with key policy officials in the Executive Branch of the Federal Government. Responsible for translation and transmission of key, sensitive policy issues, including early warning of potential problem areas. Represents, explains, and defends OLEM's policies and programs, and speaks for the Assistant Administrator.

3. Represents OLEM, the Assistant Administrator, and other high-level Agency management, as appropriate, in the coordination and development of effective working relationships with key colleagues at other Federal agencies, as well as counterparts in State and local governments. May be asked to serve as the Assistant Administrator's representative on high-level task forces. Maintains continuing communication with other governmental entities to identify upcoming issues of concern to OLEM and EPA. Promotes the exchange of information between these entities. Represents the Assistant Administrator at Regional, State and local events to assess the progress toward program accomplishment and attainment of Agency goals. Reports back to the Assistant Administrator with confidential insights into the strengths and weaknesses of programs and provides recommendations for further management action.
4. Represents the Assistant Administrator and the Agency in high-level interactions with the non-profit and private sectors and serves as a liaison to these groups. Seeks input from these groups to assure full and fair consideration of all perspectives in Agency decision-making processes and communicates frequently with them to assure their full understanding of OLEM policies and regulations.
5. Makes public presentations on behalf of the Assistant Administrator or other high-level Agency officials to varied groups interested in the mission of EPA.
6. On behalf of the Assistant Administrator, coordinates and provides direction for emergency situations under OLEM's domain. Represents the Assistant Administrator and the Agency on-the-scene, as required, to further accurate communication to the public and to provide the Assistant Administrator with an objective and timely assessment of these critical situations.
7. In relation to the work of OLEM and Agency goals, assesses policy, program, and project feasibility; determines program goals and develops implementation plans. In coordination with the AA and PDAA, designs an organizational structure to promote effective work accomplishments, and sets effectiveness, efficiency, productivity, and management/internal control standards.
8. Supervises a large staff of employees organized into units headed by subordinate managers and supervisors. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, takes disciplinary actions as necessary, establishes performance standards, appraises staff against these standards, and overall administration of human resources and equal employment opportunity programs within the organization.
9. At the direction of the Assistant Administrator, develops and/or directs special reports or studies focused on the operations, services or procedures of OLEM, or on the interactions of OLEM with other entities. Develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. The individual addresses national level issues as needed.

10. Demonstrates leadership and commitment to management integrity as a top priority in the organization consistent with the Federal Manager's Financial Integrity Act.

11. Performs other duties as assigned.

Supervisory Controls

Receives general administrative direction and broad policy guidance from and reports to the Assistant Administrator, Office of Solid Waste. Consults with the Assistant Administrator on matters involving critical Agency precedent and matters of great policy sensitivity. Within this framework, Federal law, and Agency policy, works independently in accomplishing the missions and objectives of the Office.